

GUIDELINES FOR DESCRIPTIVE CATALOGING OF REPORTS

**A Revision of COSATI Standard
for Descriptive Cataloging of
Government Scientific and Technical Reports**

March 1978

**Committee on Information Hang-ups
Working Group on Updating COSATI**

Washington, D.C.

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FOREWORD

The COSATI* Standard for Descriptive Cataloging of Technical Reports was developed in 1966 to satisfy the needs of large federal information processors, such as the Defense Documentation Center (DDC), National Technical Information Service (NTIS) (formerly Clearinghouse for Federal Scientific and Technical Information), Department of Energy (DOE) (formerly Atomic Energy Commission), and the National Aeronautics and Space Administration (NASA) for a compatible set of descriptions for bibliographic information. Although the organization COSATI no longer exists, the agencies which approved the original standard are still using it heavily to interchange information in their own information networks. Use of the standard has spread to other agencies in this country and abroad.

This standard is well established as a tool for libraries that catalog technical reports and other documents, as well as for the abstracting and indexing services that organize documents into a variety of classifications. It has proved particularly useful to those who need to describe the internal substance or content of a multidisciplinary report which will be used by such diverse groups as researchers, lawyers, program managers, and information specialists.

In 1977, representatives of the agencies which had developed COSATI, in conjunction with interested members of the Committee on Information Hang-ups, worked together to produce the enclosed revision. They considered alternatives, such as the Anglo-American Cataloging Rules, but decided that COSATI should be brought up-to-date because it meets the unique requirements of technical report literature, it is the basis of the automated files of DDC and NTIS, and it is used for large files in agencies such as the Environmental Protection Agency (EPA). Current and future demands on these agencies for national document interchange, the increased attention to federal/state, and international reports exchange, and the possibilities of new technology exploitation dictate that the information managers provide a standardized guideline, reflecting present practices and the changes which have occurred since 1966.

The group agrees that this method of updating has proved successful, and they expect to undertake revision and updating as necessary.

* The Committee on Scientific and Technical Information. Federal Council for Science and Technology.

Many people have contributed to the updating of this standard; members of the agencies which approved the original standard took part, as well as members of the user community as represented by the Committee on Information Hang-ups.

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"Standard Descriptive Cataloging of Government Scientific and Technical Reports. COSATI 1963/Oct. 1966, Rev. #1." Talk given by Hubert E. Sauter, Administrator, Defense Documentation Center, to Committee on Information Hang-ups, September 20, 1977, Arlington, Va.

"Standard for Descriptive Cataloging of Government Scientific and Technical Reports. Rev. #1." Prepared by Committee on Scientific and Technical Information, Federal Council for Science and Technology, Washington, D. C. October 1966 (PB 173 314) (AD 641 092). Draft including revisions of 1970.

INTRODUCTION

These revised guidelines provide rules which can be used to produce practical uniformity of descriptive cataloging among those agencies, libraries and information centers who are now or in the future planning to exchange bibliographic information in the report literature field, especially on magnetic tape or on-line. Their purpose is:

(1) To provide rules for descriptive cataloging appropriate to the needs of information centers, documentation centers, and the reports departments of libraries.

(2) To provide users with a consistent form of citation and index entries among the products of the various information systems.

(3) To enable government agencies to use each others' descriptive cataloging entries with minimal editorial revision, thereby avoiding costly duplicative effort.

(4) To provide a guide to other organizations and institutions who wish to formulate compatible descriptive cataloging practices.

These rules govern the form of the essential cataloging elements for reports processed by or for agencies of the federal government. The elements are: accession number, corporate author, title, descriptive note, personal author, date, pagination, contract number, report number, availability, supplementary note, and security classification. Additional elements of information and retrieval, such as subject category, descriptors, subject headings, identifiers, abstract numbers, classification numbers, and abstracts, are not included within the scope of this standard.

The guidelines are intended to facilitate maximum standardization with minimum expenditure of time, so that they will prove most useful to those agencies with a short-time tightly-controlled processing schedule.

The principle changes in this edition, in addition to the up-dating of examples, are as follows:

- (1) Addition of a rule for state and local government agencies.
- (2) Inclusion of abbreviations for foreign versions of words that are abbreviated in English-language headings.
- (3) Use of two-letter abbreviations for state names.
- (4) Updating the names of foreign countries in accordance with Federal Information Processing Standards Publication, FIPS PUB 10-2.
- (5) Updating the list of countries to include the entities and two letter codes of FIPS PUB 10-2.
- (6) Adding information about patents and copyrighted material.
- (7) Updating the list of contract numbers.
- (8) Expanding the list of permissible abbreviations in report numbers.

It is intended that the individual descriptive cataloger will use the report in hand, and, working with no or very few outside tools, be able to reproduce the cataloging that would be done by another agency of the same or similar reports. To aid the cataloger, the guidelines for each element of the cataloging go from general to specific, starting with the basic guidelines that underlie all other decisions, and proceeding to specific statements clarifying points about which there may be some doubt. Not all of these decisions will be meaningful to all users; they are included to help solve problems which may exist in a specific collection. The extent to which an individual user conforms to or deviates from the guidelines will depend on the amount of interchange that user has with other collections of similar materials.

The cataloger makes no decision as to main entry, since the guidelines are predicated on data fields which consider only the type of information, such as corporate author, personal author, title, etc.; the specific user can make whatever arrangement of the data fields is most convenient. Great stress is laid on the choice and formatting of the corporate author, since much of this literature is produced by the joint effort of several people, many of them nameless; the responsibility for technical content is usually borne by the corporate agency. If there are several corporate authors associated with the work, either as joint authors or as monitoring agencies, they may be handled as separate items in the data field, or included in a drop note, according to the needs of the individual user. In any case, the rules for establishing the form of the corporate name remain the same regardless of how it is used. By the same token, the form of the corporate name remains the same, whether it is used as corporate author or monitoring agency.

1. Accession Number

1.1. Definition. An accession number is assigned for purposes of control by the specific agency performing the cataloging. The number may be newly assigned, may be the accession number assigned by a documentation center, or may be the report number assigned either by the originating agency or the monitoring agency, depending on the practice of the agency performing the cataloging. The accession number is always preceded by one or more letters.

1.2. At the present time AD numbers (assigned by DDC) and PB numbers (assigned by NTIS) are 6-digit numbers with a check digit added to insure accuracy; for maximum legibility they may be written with a space replacing the comma that usually appears after the thousands digit:

AD-A043 282/3
AD-B001 654/3
AD-D004 070/9
PB-270 275/1

NASA accession numbers are written in the form N77-27407, which may be printed with a generated check digit as N77-27407/4. Other common accession numbers are:

E75-10328
ED-126 957
HRP-0016186/9
JPRS-54834
NTIS/PS-77/C758/1
NTISUB/B/033-77/002
PAT-APPL-633 150
PATENT-3 882 208
SHR-0200401
TT-75-59025

(Note: See Appendix 1 for a list of abbreviations of agency names used in this standard).

2. Corporate Author

2.1. Definition. Corporate author is the name usually given to the institutional or corporate body preparing the report, which is experimentally (or technically), editorially and/or contractually responsible for the report. Organizations most likely to be involved in issuing scientific and technical reports include: academies, arsenals, associations, business corporations, centers, colleges, companies, councils, establishments, firms, foundations, government agencies, groups, hospitals, institutes, institutions, laboratories, museums, observatories, proving grounds, schools, societies, stations, universities, and their foreign equivalents.

2.1.a. The corporate author is sometimes referred to as the source or originating agency; the government or other agency which is responsible financially for the report and controls its distribution is sometimes referred to as the controlling or monitoring agency.

2.2. The purpose of establishing a corporate author heading is to give the name of the corporate body in a fashion which is easy to identify and possible to retrieve from published indexes and other searching tools.

2.3. Selection of Elements of Corporate Author Headings. Methods of selecting the form of corporate author heading are outlined below and explained in greater detail in later sections.

2.3.a. Only two organizational elements may be chosen from those displayed on the title page and cover of the report.

2.3.b. When two elements are chosen, they are the largest and the smallest elements; the city and state name of the smallest element follows the largest element of the corporate author heading.

Largest Element, Place Name. Smallest Element.
General Electric Co., Huntsville, AL. Computer Dept.

2.3.c. This selection of elements may be varied only if:

1. A smaller element includes a proper name (see 2.5.a.)
2. A smaller element is the name of an independent company or a major government bureau of service (see 2.5.b.)
3. The report series number assigned by the originator indicates a different level of editorial responsibility (see 2.5.c.)

2. Corporate Author (cont'd)

2.4. General Rules. Catalog from the report in hand, using only those organizational elements that appear on the report. The simplest corporate author heading consists of one organizational name and a geographic name. The number of organizational elements displayed on the report may vary from one to five or six, and some indication of geographic location is usually given. When more than two organizational elements are displayed in the imprint, the corporate author heading includes only two; these two should be the largest and the smallest, and are written:

Largest, Place Name. Smallest.
General Electric Co., Cincinnati, OH. Nuclear
Materials and Propulsion Operation.

2.4.a. U S is omitted before government headings.

2.4.b. City or state names which repeat part of the name of the main element are omitted. If the subelement includes a geographic name, the geographic name is repeated as part of the subelement.

Massachusetts Inst. of Tech., Cambridge.
Rochester Univ., NY.
Burroughs Corp., Radnor, PA Radnor Div.
Pratt and Whitney Aircraft, Middletown, CT. Connecticut
Advanced Nuclear Engineering Lab.

2.4.c. State names are not abbreviated within a heading, except when used as part of the place name.

State Univ. of New York at Albany.

but Rochester Univ., NY.

2.4.d. Names of state and local government agencies should start with the name of the state or local government; words like "state", "city", "county", are included or omitted in accordance with local practice.

Virginia Dept. of Corrections, Richmond.
New York State Dept. of Education, Albany.
Baltimore City Dept. of Planning, MD.
Baltimore County Dept. of Health, MD.

2. Corporate Author (cont'd)

2.4.e. The name "University of... (city or state)" is always written beginning with the city or state name, regardless of legal and financial relationships; punctuation is not inserted in the inverted form. The names "University of... (geographic region)" and "State University of..." are written without reversal.

Pennsylvania Univ., Philadelphia.
University of Southern California, Los Angeles.
State Univ. of New York at Stony Brook.
Alabama Univ. in Huntsville.
Wisconsin Univ.-Madison.

2.4.f. Departments of universities are always written in the form "Dept. of...", regardless of the way they appear on the report.

University of Southern California, Los Angeles. Dept.
of Electrical Engineering.

not University of Southern California, Los Angeles. Electrical
Engineering Dept.

2.4.g. Departmental committees are written following the name of the department.

Office of Naval Research, Washington, DC. Committee
on the Basic Properties of Liquid Metals.

2.4.h. Joint committees are written directly under their own names.

Joint Atomic Weapon Technical Information Group.

2.4.i. Abbreviations are not used as the first word of a heading, but are spelled out. An exception is made only when the abbreviation is a legally or officially established element of the corporate title.

Air Force Avionics Lab....not AF Avionics Lab....
Saint Anthony Falls Hydraulic Lab....not St. Anthony....
United States Rubber Co....not U S Rubber Co....
RCA Corp., New York.

2. Corporate Author (cont'd)

2.4.j. If an organization customarily uses an abbreviated form of its official, legal, or chartered name, the abbreviated form is preferred.

Stanford Univ., CA.

not Leland Stanford Junior Univ., CA.

2.4.k. If a corporate author changes its name, both old and new forms of the name are retained, with cross references made between them. (See 2.7.a.) A specific report is cataloged under whichever name appears on the publication.

2.4.l. If a report is authored jointly by two or more components of the same organization, the heading should be no more specific than the smallest organizational level common to all components. If any component includes a proper name or reflects a report number series, then all components are taken as joint corporate authors.

Joint authors: General Electric Co., Cincinnati, OH.
Flight Propulsion Div.
Advanced Engine Technology Dept.

and General Electric Co., Cincinnati, OH.
Flight Propulsion Div.
Large Jet Engine Dept.

use: General Electric Co., Cincinnati, OH.
Flight Propulsion Div.

Report number UCRL-8945

Joint authors: California Univ., Berkeley. Dept. of
Physics.

and California Univ., Berkeley. Lawrence
Radiation Lab.

use both.

2.4.m. International unions which have no permanent headquarters may be written with no place name.

2. Corporate Author (cont'd)

2.4.n. If any of the following terms is written out on the document, it should be abbreviated within the corporate heading.

Abteilung	Abt.
Air Force Base	AFB
Air Force Station	AFS
Aktiebolaget	A B.
Aktiengesellschaft	A G
Brothers	Bros.
College	Coll.
Company	Cc.
Corporation	Corp.
Departamento	Dept.
Departement	Dept.
Departementet	Dept.
Department	Dept.
Divisao	Div.
Division	Div.
Divisione	Div.
Gesellschaft mit beschraenkter Haftung	G.m.b.H.
Incorporated	Inc.
Institut	Inst.
Institute	Inst.
Institute of Technology	Inst. of Tech.
Institutet	Inst.
Instituto	Inst.
Institutt	Inst.
Institutul	Inst.
Instituut	Inst.
Instytut	Inst.
Istituto	Ist.
Laboratoire	Lab.
Laboratoires	Labs.
Laboratories	Labs.
Laboratoriet	Lab.
Laboratorio	Lab.
Laboratorium	Lab.
Laboratory	Lab.
Limited	Ltd.
Manufacturer	Mfr.
Manufacturing	Mfg.

(cont'd)

2. Corporate Author (cont'd)

2.4.n. (cont'd)

Universidad	Univ.
Universidade	Univ.
Universita	Univ.
Universitaet	Univ.
Universitas	Univ.
Universitatea	Univ.
Universite	Univ.
Universiteit	Univ.
Universitet	Univ.
Universitetet	Univ.
Universiti	Univ.
University	Univ.
Univerzita	Univ.
Univerzitet	Univ.
Uniwersytet	Univ.

Note: This rule does not restrict the use of abbreviations that occur on the document.

2. Corporate Author (cont'd)

2.4.o. The following abbreviations are used for U S geographic names when used as part of the geographic location; the abbreviations are taken from the National ZIP Code Directory.

Alabama - AL	Montana - MT
Alaska - AK	Nebraska - NE
American Samoa - AS	Nevada - NV
Arizona - AZ	New Hampshire - NH
Arkansas - AR	New Jersey - NJ
California - CA	New Mexico - NM
Canal Zone - CZ	New York - NY
Colorado - CO	North Carolina - NC
Connecticut - CT	North Dakota - ND
Delaware - DE	Ohio - OH
District of Columbia - DC	Oklahoma - OK
Florida - FL	Oregon - OR
Georgia - GA	Pennsylvania - PA
Guam - GU	Puerto Rico - PR
Hawaii - HI	Rhode Island - RI
Idaho - ID	South Carolina - SC
Illinois - IL	South Dakota - SD
Indiana - IN	Tennessee - TN
Iowa - IA	Texas - TX
Kansas - KS	Trust Territories - TT
Kentucky - KY	Utah - UT
Louisiana - LA	Vermont - VT
Maine - ME	Virgin Islands - VI
Maryland - MD	Virginia - VA
Massachusetts - MA	Washington - WA
Michigan - MI	West Virginia - WV
Minnesota - MN	Wisconsin - WI
Mississippi - MS	Wyoming - WY
Missouri - MO	

2.4.p. The Directory is also used to establish the correct form of the place name in cases of doubt. If a branch post office has a ZIP code different from that of the post office, use the name of the branch post office.

Argonne National Lab., Lemont, IL. See Argonne National Lab., IL.
(since Argonne is a substation of Lemont but has its own ZIP code)

2. Corporate Author (cont'd)

2.4.q. For military installations, use the post office as given in the Directory. For Fleet and Army Post Offices, follow the military form: include the abbreviation "APO" or "FPO" and the ZIP code, but omit the state name.

Wright-Patterson AFB, OH

Andrews AFB, MD. Use Washington, DC.

Army Medical Detachment (51st), APO New York 09108.

Medical Detachment (Thoracic) (240th), APO San Francisco 96318.

Fleet Air Mediterranean/Anti-Submarine Warfare Force (Sixth Fleet), FPO New York 09521.

2. Corporate Author (cont'd)

2.5. An exception is made to the rule for selecting elements, largest-smallest, from several elements displayed, when one of the subordinate elements: a) includes a proper name; b) is an independent name; or c) is designated as the responsible organizational level by a report series number.

2.5.a. Proper names. A smaller organizational element that begins with a proper name is selected as the secondary or subelement, ignoring other smaller elements in the imprint. Proper names include: a noun not defined in the dictionary, the name of a person, part of the name of a company repeated in the name of the component, an acronymic form of name, and geographic names. The words American and National are considered to be proper names.

Johns Hopkins Univ., Baltimore, MD. Carlyle Barton Lab.
Anaconda American Brass Co., Waterbury, CT. Anaconda
Metal Hose Div.
Bureau of Mines, Morgantown, WV. Appalachian Experiment
Station.

Note: If there are two subordinate elements, one showing a proper name and one showing a report series, choose the subordinate element represented by the report series.

2.5.a.1. Personal names. If the first element of a heading begins with initials of a personal name, the entry is started with the surname, followed by initials enclosed in parentheses.

Anderson (M D) Hospital and Tumor Inst., Houston, TX.
Goodrich (B F) Co., Akron, OH.

2.5.a.2. If the first element of a heading begins with a personal forename, and is the name of a company or other commercial/industrial organization (including Associates, Engineers, etc.), the heading starts with the surname, followed by forename and initials enclosed in parentheses.

Little (Arthur D.), Inc., Cambridge, MA.

2.5.a.3. If the first element of a heading begins with a personal forename, and is the name of a university, laboratory, institute, center, hospital, foundation or other apparently non-commercial organization, the heading is written directly as given.

Harry Diamond Labs., Washington, DC.

2. Corporate Author (cont'd)

2.5.a.4. If the subordinate element of a heading begins with a personal name, that name is written without rearrangement.

California Inst. of Tech., Pasadena. W M Keck Lab. of
Engineering Materials.

2.5.a.5. A subordinate element that begins with the words U S , National, or the state name in a state organization, is considered to be independent.

U S Army Engineer District, Huntington
Corps of Engineers
Huntington, WV.

Use: Army Engineer District, Huntington, WV.

Hawaii Institute of Geophysics
University of Hawaii
Honolulu, Hawaii

Use: Hawaii Inst. of Geophysics, Honolulu.

National Magnet Laboratory
Massachusetts Institute of Technology
Cambridge, Mass.

Use: National Magnet Lab., Cambridge, MA.

2.5.b. Independent names. A subordinate element of a company is recognizable as an independent corporate entity by words such as Inc., Co., Ltd., Corp., etc., or by the fact that descriptive phrases such as "a division of...", "a subsidiary of...", are not included within the name itself.

Imprint reads: Atomics International
A Division of North American Aviation, Inc.
P O Box 309 Canoga Park, California.

Use: Atomics International, Canoga Park, CA.

not: North American Aviation, Inc., Canoga
Park, CA. Atomics International.

Such an independent element is written as a single-element heading with place name, omitting the name of the largest element. The heading is followed by the name of a still smaller organizational element where such is included in the imprint.

2. Corporate Author (cont'd)

2.5.b.1. Major bureaus and services of the U S Government are listed as one-element headings, omitting the larger organizational element; any such heading may be followed by the name of the smallest element.

Public Health Service, Rockville, MD.
Bureau of Reclamation, Denver, CO.
Coast and Geodetic Survey, Washington, DC.
Agricultural Research Service, Beltsville, MD.

2.5.b.2. Parenthetical identification is added when necessary.

Division of Raw Materials (AEC), Washington, DC.
Bureau of Medicine and Surgery (Navy), Washington, DC.
Deputy Chief of Staff, Personnel (Air Force), Washington, DC.
Adjutant General's Office (Army), Washington, DC.

2.5.b.3. Named observatories are written as independent headings.

Yerkes Observatory, Williams Bay, WI.
not Chicago Univ., Williams Bay, WI. Yerkes Observatory.

2.5.b.4. If a college or school of a university has a proper name, it is written as an independent heading.

Trinity Coll., Cambridge (England).
not Cambridge Univ. (England). Trinity Coll.

Mary Washington Coll., Fredericksburg, VA.
not Virginia Univ., Fredericksburg. Mary Washington Coll.

Wharton School of Finance and Commerce, Philadelphia, PA.
not Pennsylvania Univ., Philadelphia. Wharton School
and Commerce.

2.5.b.5. If an independent element of a government agency is a laboratory, center, or institute, no further subdivision is used.

Armed Forces Inst. of Pathology, Washington, DC.
not Armed Forces Inst. of Pathology, Washington, DC.
Geographic Pathology Div.

unless the subordinate element is also represented by a report series.

Naval Air Propulsion Test Center, Trenton, NJ.
Aeronautical Turbine Dept.
(Report series NAPTIC-ATD-133)

2.5.b.6. If an acronymic report series indicates the editorial responsibility of a subordinate element of a government agency, that element is considered to be independent and no further elements are included.

2. Corporate Author (cont'd)

2.5.b.6. (cont'd)

Report number: ASD-TR-61-327
Imprint: Flight Accessories Laboratory
Aeronautical Systems Division
Air Force Systems Command
United States Air Force
Wright-Patterson Air Force Base, Ohio.

Use: Aeronautical Systems Div., Wright-Patterson AFB, OH.

Include the subordinate element if it is also represented by a report series.

Army Natick Labs., MA. Clothing and Organic Materials Div.
(Report Series TR-66-2-CM and C&OM-15)

Note: For report series in non-government agency reports, see 2.5.c.1.

2.5.c. Report Series. Many reports include a report series number which indicates the level of organizational and editorial responsibility. Most of these report series include an acronym which can be readily related to one or more of the organizational elements listed in the imprint.

2.5.c.1. For smaller organizational element choose that element indicated by the report series.

Report number: SID-65-933
Imprint: Space Sciences Laboratory
Space and Information Systems Division
North American Aviation, Inc., Downey,
California

Use: North American Aviation, Inc., Downey, CA.
Space and Information Systems Div.

Note: For report series in government agency reports, see 2.5.b.6.

2.5.c.2. If the report series indicates a larger-smaller order of responsibility, follow that order in the corporate author heading, selecting the two elements indicated by the report series and ignoring any other elements.

2.6. Foreign corporate author headings. The name of a foreign corporate body is written directly, followed by the name of the city, followed by the name of the country written in parentheses. (See Appendix 2 for a list of geographic names to be used).

Royal Aircraft Establishment, Farnborough (England).

2. Corporate Author (cont'd)

2.6.a. Foreign names are written in the native language, or transliterated from the native language whenever the native form of the name is known; but if the foreign institution chooses to publish all its reports in English under an English form of corporate name, or if the official publications of an institution include the corporate name given in English, use the English form with cross references from the foreign form.

Societa Richerche Impianti Nucleari, Milan (Italy).
Technical Univ. of Denmark, Lyngby.
Danmarks Tekniske Højskole, Lyngby. See Technical Univ.
of Denmark, Lyngby.
Norwegian Defence Research Establishment, Kjeller.
Forsvarets Forskningsinstitut, Kjeller (Norway).
See Norwegian Defence Research Establishment, Kjeller.

2.6.b. Names of foreign cities are not abbreviated; names of foreign countries are not abbreviated except for USSR. (See Appendix 2). The name of the country is not repeated if included in the heading.

Australian National Univ., Canberra.
Centro Brasileiro de Pesquisas Fisicas, Rio de Janeiro.

2.6.c. Foreign place names used as filing points are written in the form of common usage as indicated by the Board on Geographic Names; when the name forms an integral part of the heading, retain the native form.

Turin Univ. (Italy).

but Politecnico di Milano (Italy).

2.6.d. Foreign universities are written in the same way as American universities. If the name of the university begins with the foreign equivalent of "University of... (place name)," write the place name first and abbreviate the foreign form of "university" to "Univ.".

Universidad de Barcelona. See Barcelona Univ. (Spain).
Universidade do Brasil, Rio de Janeiro. See Brazil Univ.,
Rio de Janeiro.
Universita degli Studi, Milan. See Milan Univ. (Italy).
Universitaet Wien. See Vienna Univ. (Austria).
Universite de Paris. See Paris Univ. (France).
Universiteit van Amsterdam. See Amsterdam Univ.
(Netherlands).
Universitetet i Oslo. See Oslo Univ. (Norway).

2. Corporate Author (cont'd)

2.6.e. If a foreign university commonly prefers the form "University of (place name)" to the official version of its name, use the place name version.

Kiel Univ. (Germany, F.R.)

Christian Albrechts Univ., Kiel (Germany, F.R.)

See Kiel Univ. (Germany, F.R.)

2.6.f. Technische Universitaet is written using the common form of place name and omitting the formal portion of the name.

Technische Univ., Brunswick (Germany, F.R.)

Technische Univ. Carolo Wilhelmina zu Braunschweig (Germany, F.R.). See Technische Univ., Brunswick (Germany, F.R.)

2.6.g. All other forms of name are retained as written.

Pontificia Univ. Catolica do Rio de Janeiro (Brazil).

2.6.h. Foreign scientific academies are written as the name of the academy, followed by place and country. (Name of country is omitted when included in the name of the academy).

Akademiya Nauk SSSR, Moscow.

not Akademiya Nauk SSSR, Moscow (USSR).

2.6.i. Institutes, sections, etc. of foreign academies are written following the name of the academy, place, and country. If an institute name from a Russian or a satellite country is followed by a personal name, omit the personal name.

Akademiya Nauk Kazakhskoi SSR, Leningrad. Fiziko-Tekhnicheskii Inst. (omit "im. A. F. Ioffe").

2.6.j. All other foreign institutes, not connected with their national academies, are written directly.

Institut Inzhenerov Zheleznodorozhnogo Transporta, Dnepropetrovsk (USSR).

2. Corporate Author (cont'd)

2.7. Rules for making cross references to and from corporate author headings. Cross references indicate a relationship between two corporate author headings. A see reference indicates an unacceptable form of heading; the existence of the reference is recorded on the preferred form of heading by an x (refer from) reference.

Navy Dept., Washington, DC. See Department of the Navy, Washington, DC.

Department of the Navy, Washington, DC.
x Navy Dept., Washington, DC.

2.7.a. A change in the name of a corporate author is covered by an sa (see also) reference which refers the user to the later names. The xx (refer also from) reference indicates the previous names.

Clinton Labs., Oak Ridge, TN.
sa Clinton National Lab., Oak Ridge, TN. (later name)
sa Oak Ridge National Lab., TN. (later name)

Clinton National Lab., Oak Ridge, TN.
sa Oak Ridge National Lab., TN. (later name)
xx Clinton Labs., Oak Ridge, TN. (former name)

Oak Ridge National Lab., TN.
xx Clinton Labs., Oak Ridge, TN. (former name)
xx Clinton National Lab., Oak Ridge, TN. (former name)

2.7.b. If the smaller part of the organizational name might appear on some other report without full identification, make a cross reference from the name of the smaller part.

Committee on Fire Research (NRC), Washington, DC. See
National Research Council, Washington, DC.
Committee on Fire Research.

Institut fuer Theoretische Physik, Graz (Austria). See
Graz Univ. (Austria). Inst. fuer Theoretische Physik.

Laboratoire de Chimie Physique, Paris (France). See Paris
Univ. (France). Lab. de Chimie Physique.

2.7.c. Make a see reference from alternate forms of the name.

Danmarks Tekniske Hoeskole, Lyngby. See Technical Univ.
of Denmark, Lyngby.

2. Corporate Author (cont'd)

2.7.d. Make cross references to show organizational elements that have been omitted in the heading.

Office of Naval Research, Washington, DC. Naval
Research Lab. See Naval Research Lab., Washington, DC

California Univ., Berkeley. Dept. of Physics. Cosmic
Ray Group. See California Univ., Berkeley. Cosmic
Ray Group.

Air Force Systems Command, Wright-Patterson AFB, OH.
AF Aero Propulsion Lab. See Air Force Aero Propulsion
Lab., Wright-Patterson AFB, OH.

Research and Technology Div., Wright-Patterson AFB, OH.
AF Aero Propulsion Lab. See Air Force Aero Propulsion
Lab., Wright-Patterson AFB, OH.

2.7.e. Make cross references from acronyms and abbreviations.

DOE See Department of Energy, Washington, DC.

2.7.f. When establishing a heading for a foreign corporate body,
a cross reference from the name of the foreign country may be
included. (See Appendix 2).

Instituto Venezolano de Investigaciones Cientificas, Caracas.
x Venezuela. Instituto Venezolano de Investigaciones
Cientificas, Caracas.

3. Title

3.1. A simple title, as given on the title page, describes the report without superfluous elements. Complex titles may take one of several forms. Frequently two titles may appear on the title page: one is the specific title of the report in hand, the other is the title of the project or overall series of reports. Examination of the report or of the previous reports will usually disclose this. Or, one title may be meaningful and have some subject content, and the other be a description such as Final Report, Technical Report, Progress Report for the Period..., Quarterly Technical Status Report, etc. (See 4. Descriptive Note or Subtitle).

3.2. If the title as given in the report is a two-part title, start with the specific title followed by the descriptive portion of the title:

Title on report:	QUARTERLY PROGRESS REPORT ON NUCLEAR BATTERIES
Title as cataloged:	NUCLEAR BATTERIES Quarterly progress report.

3.3. A title should be meaningful if possible; however, if the only title given on the report consists of a phrase of the type listed above (See 4. Descriptive Note or Subtitle) as a descriptive note or supplementary note, that phrase or note should be used.

3.4. Many titles as they appear on the title page use spacing in place of punctuation; punctuation should be supplied whenever the title as run together no longer makes sense:

Title on report:	BYRD STATION SNOW TUNNELS WALL CLEARING STUDY
Title as cataloged:	BYRD STATION SNOW TUNNELS WALL CLEARING STUDY.

Punctuation of the title is changed only when necessary.

3. Title (cont'd)

3.5. Titles of conferences, meetings, symposia and the like are rearranged to permit meaningful interfiling by deleting the number of the conference from the body of the name and inserting it in numerical form at the end of the conference name:

SIXTH ANNUAL ARMY HUMAN FACTORS ENGINEERING CONFERENCE

is written as

ARMY HUMAN FACTORS ENGINEERING CONFERENCE (6th Annual).

3.6. Dates appearing as part of the formal title in all capital letters should be spelled out in the same manner as given in the report.

PROCEEDINGS OF THE CONFERENCE ON...HELD AT THE MUSEUM OF SCIENCE AND INDUSTRY, CHICAGO, ILLINOIS, OCTOBER 4, 5, AND 6, 1976.

3.7. If a report is entirely in a foreign language, the title should be translated if possible, unless the publication is a foreign periodical; the original title is followed by the translated title enclosed in parentheses. If the report includes some English text, list first the title given in English, followed by the title given in the foreign language enclosed in parentheses. If a title is given in more than one foreign language, use first the language that reflects the language of the text.

3.8. For suggestions for verbalizing titles for machinability see Appendix 6.

4. Descriptive Note or Subtitle

4.1. Definition. A descriptive note, or subtitle, is a title without subject content which describes the type of report, such as Final Report, Technical Report, Progress Report for the Period..., Quarterly Technical Status Report, Software, Data file, Model-Simulation, Patent, Patent Application, etc.

4.2. The descriptive note is written immediately following the title:

ELECTROCHEMISTRY Interim technical progress report.

THE PERSISTATRON UTILIZING A SUPERCONDUCTIVE GROUND
PLANE Final report.

UNSTABLE RESONATOR LASER SYSTEM Patent application.

5. Personal Author

5.1. Definition. The author is the name of the person or persons who performed the research and/or wrote the report.

5.2. The names are written in full as given on the report, omitting titles, degrees, and other honorifics; the names may be written in either the direct or indirect form.

5.3. Personal author names may be found on reports on the cover, the title page, or at the end of the report; these names should be selected in the following order of preference:

- Unaccompanied by any qualifying words but by location may be assumed to be the author(s) of the report
- Identified as the person(s) preparing the report
- Identified as compiler(s) or editor(s)
- Identified as person submitting the report
- Identified as the principal investigator

5.4. Names of translators are omitted. (See also 11.3. Supplementary Note).

5.5. Names identified only within the text as the persons doing the work, or as the project manager or director of the work, are not used in the descriptive cataloging.

5.6. Russian names are written as shown in Appendix 3. If another transliteration scheme has been used on the report, an attempt should be made to re-derive the approved transliteration from the Russian form; both forms of the name may be included, writing first the re-derived form of name, followed by that given on the report.

N I Shuikin, (N I Choukine).

5.7. If a surname includes a prefix, either as a part of the surname or separated from the surname, include the prefix as part of the name:

De Geer, G.

5. Personal Author (cont'd)

5.7.a. If the cataloging agency has an extensive collection of foreign material, the following rule for indexing may be applied. Some surnames are preceded by a separately written prefix, which may be written at the beginning of the index entry, or following the name of the author at the end of the index entry, depending on the language of the author; a cross reference between the two forms may be supplied. The language of the author is determined by the corporate source of the specific report; if the source is American, the language of the author is defined as English; if the source is Italian, the language of the author is defined as Italian. The methods for treating such prefixes are listed in Appendix 5.

6. Date

6.1. Definition. The date chosen is the date of publication, whenever known.

6.2. If no date appears on the title page or cover, one of the following may be used:

Date work completed
Date submitted
Date typed

6.3. If no dates are given, a date may be supplied:

If the date of the latest bibliographic reference is that of the current year, the year may be supplied in brackets, e.g., (1977).

If the decade is certain, give date as (195-).

If the report is received in the current year, and includes a report number which is compatible with the current year, give date as current, e.g., (1977).

If two or more dates appear without any qualifying words, use the later date.

(Note: The usual brackets may be replaced with other punctuation to satisfy machine requirements).

6.4. Patents and patent applications may require two dates:

Patent application: Filed 24 Nov 76
Patent: Filed 2 Sep 75, patented 12 Oct 76
Reissued patent: Filed 17 Jul 69, reissued 25 Nov 75

6.5. If the report is copyrighted, that information may be included with the date:

c1977
cMay 77
c17 May 77

7. Pagination

7.1. Definition. Pagination is the total number of pages, whether numbered or unnumbered, in the report. This includes covers if they contain information, diagrams, charts, illustrations, maps, photos, foldouts, pocket material, etc. The pagination provides the research worker with an indication of the length of the report, and corresponds to the number of frames necessary for microfiche reproduction.

7.2. List the number of pages, followed by the letter p.

7.3. The same field can be used to describe documents which do not have the standard pagination:

569p in 3v
3 16mm microfilm reels or cartridges
mag tape

8. Contract Number

.8

8.1. Definition. The contract number is the numeric identifier of the contract, grant, or order cited in the report which designates the financial support of the report.

4.8

0.1

1.1

0.62

8.2. The contract number may be supplied if the information is not on the report but is available elsewhere.

8.3. In order to obtain maximum interagency uniformity of cataloging, contract numbers should be written in a manner conforming as closely as possible to the way in which they are cited on the reports.

Contract AC6AC419	Grant EPA-G-005103	8.8
Contract AF 19(628)-5167	Grant EPA-R-803729	9.1
Grant AF-AFOSR-62-347	Contract F04611-75-C-0197	1.1
(prior to 1963)	Contract FDA-233-74-6091	1.1
Grant AF-AFOSR-2999-76	Contract FEA-C-04-51888-00	9.6
(1963-77)	Grant HUD-CPA-CA-1068	
Grant AFOSR-77-0000	Contract HUD-H-2164	
(post 1977)	Contract MA-4-37068	
ARPA Order-600	Contract MDA903-74-C-0290	
Contract AT(04-3)-34	Contract MIPR-FQ8952-76-66005	
Contract AT(11-1)-2180	Contract N01-3-4063	
Contract AT(11-1)-GEN-10	Contract N01-AM-2-2202	0.1
Contract C-5-38000	Contract N00014-73-A-0337-003	
Grant DA-ARC-D-31-124-73-G67	Contract N00014-76-C-0476	
Grant DA-ERO-75-G-046	Grant N00014-76-G-0006	
Contract DAAA15-74-C-0163	Contract N00163-73-C-0530	1.0
Grant DAHC04-74-G-0077	Contract NAS3-11158	1.0
DARPA Order-2182	NASA Order-S-54114	1.0
Contract DHEW-100-76-0012	Contract NASw-2789	
Contract DHEW-OS-74-294	Grant NGL-22-009-124	
Contract DI-14-32-1237	Grant NGR-05-002-333	
Contract DL-89-24-72-02	Contract NOAA-04-3-158-18	
Contract DNA001-76-C-2012	Contract Nonr-3748(05)	
Contract DOT-CG-23223-A	Contract NSF-AER75-00826	
Contract DOT-FA76WA-3792	Contract NSF-C895	
Contract DOT-FH-11-8126	Grant NSF-GP-39308	
Contract DOT-FR-30022	Contract PH-43-68-691	
Contract DOT-HS-5-01271	Contract PHS-72-4085	
Contract DOT-HS-259-2-463	Contract PHS-CH-00158	
Contract DOT-OS-60078	Contract PHS-HRA-106-74-1	
Contract DOT-TSC-678	Contract PHS-HSM-110-72-325	
Contract DOT-UT-60056	Grant SRS-11-57267	
Contract E(11-1)-2371	Contract W-31-109-enq-38	
Contract EDA-08-6-0160	Contract W-7405-enq-26	
Contract EPA-68-03-2172	Contract WQ5AC036	

8. Contract Number (cont'd)

8.4. Editing of the form of the contract number should be required only in the case of an individual deviation. The form which is consistent with examples taken from the reports of the same or related contracts is used.

Contract AT-11-1-GEN-16

use Contract AT(11-1)-GEN-16
for both.

Contract AT(11-1)-GEN-16

8.5 Project numbers or names may be noted with or without identifying acronyms. Military service project numbers, Corps, Division and Bureau project numbers, as well as non-DoD project numbers, may be used following an identifying acronym where applicable. Two project numbers may be cited.

Air Force	3C48
Army	1T161101A91A
Navy	F32344
	SRI-3670

Two task numbers may be noted.

Task 478203, 749102

For DoD project data see MIL-STD-847A, Format Requirements for Scientific and Technical Reports Prepared by or for the Department of Defense, 31 Jan 73.

9. Report Number

9.1. Definition. The report number may be the unique number assigned to the report by the corporate author or originating agency, or it may be the unique number assigned to the report by an agency other than the originating agency. Both types of report number may appear on the same document.

9.2. The indexing for a report number should follow as closely as possible the way the number appears on the report for maximum ease of identification. Include all report numbers given on the report, listed in any convenient order. If the number is given in two ways on the report, for example, in a short form on the cover and a more explicit form on the title page, use the short form.

NASA Contractor Report 263

use NASA-CR-263

NASA CR-263

9.3. Many report numbers appear on the report in an easily indexed form, consisting of letters representing the originating or monitoring agency followed by a unique number. The only editing required in such a number is to insert a hyphen wherever a space appears in order to assure uniformity of machine sorting.

ASD-TDR-63-24

NASA-SP-8122

UCRL-1035

Those numbers which are established in accordance with The American National Standard Technical Report Number (STRN) have the following type of punctuation:

USGS/WRD/CC-77/034

9.4. Many report numbers consist of a combination of letters and numbers, but the letters do not represent the originating or monitoring agency. Write such numbers as they are given on the report, inserting a hyphen wherever a space appears but otherwise retaining the punctuation.

R64D61

RM-4244-PR

TM/ADC/820/302/03

9.5. If the machine system does not contain an ampersand, that symbol is replaced by a slash.

A&ES-64-8 becomes A/ES-64-8

9. Report Number (cont'd)

9.6. If a single report number is issued in several parts, this information is added to the report number in abbreviated form, using hyphens, not commas or parentheses, for separation.

AL-TR-64-130-PT-2-VOL-1

The following words may be abbreviated without final punctuation:

Addendum	ADD
Amendment	AMEND
Appendix	APP
Book	BK
Chapter	CH
Number	NO
Part	PT
Revised	REV
Revision	REV
Section	SECT
Series	SER
Summary	SUMM
Supplement	SUPPL
Volume	VOL

9.6.a. Roman numerals in such abbreviations are changed to the Arabic form.

JPL-SPS-37-25-VOL-4
not JPL-SPS-37-25-VOL-IV

9.7. If there are no identifying letters included in the report number, initials or an acronym for the corporate author may be supplied from elsewhere on the report.

JPL Technical Report 34-104 becomes JPL-TR-34-104

9. Report Number (cont'd)

9.8. Many report numbers include descriptive words within the number; these words may either be ignored or abbreviated. The words are ignored when the numbers form one series regardless of the descriptive words; they are abbreviated when there are two or more series of numbers, each associated with a specific group of words. Abbreviations which are frequently used are:

Administrative note	ADN-	Proceedings	PROC-
Administrative report	ADR-	Professional paper	PP-
Bibliography	BIB-	Progress report	PR-
Bulletin	BULL-	Publication	PUB-
Circular	CIRC-	Quarterly report	QR-
Conference	CONF-	Reference	REF-
Conference proceedings	CP-	Report	see 9.9
Contract report	CR-	Report of investigations	RI-
Contract technical report	CTR-	Research & development	R/D
Contribution	CONTRIB-	Research bulletin	RB-
Data files	DF-	Research contribution	RC-
Data memo	DM-	Research memo	RM-
Data report	DR-	Research note	RN-
Draft environment statement	DES-	Research paper	RP-
Engineering report	ER-	Research report	RR-
Environmental impact statement	EIS-	Sea Grant	SG-
Environmental research papers	ERP-	Sea Grant publication	SGP-
Final report	FR-	Sea Grant reprint	SGR-
Handbook	HB-	Sea Grant Technical bulletin	SGTB-
Information bulletin	IB-	Series	SER-
Information circular	IC-	Special publication	SP-
Instrumentation papers	IF-	Special report	SR-
Interim report	IR-	Special research memo	SRM-
Journal article	JA-	Special research report	SRR-
Lecture series	LS-	Special study	SS-
Letter circular	LC-	Special text	ST-
Magnetic tape	MT-	Specification	SPEC-
Manuscript	MS-	Technical article	TA-
Memo	M-	Technical bulletin	TE-
Memo report	MR-	Technical document	TD-
Mimeograph series	MMS-	Technical documentary report	TDR-
Miscellaneous	MISC-	Technical memo	TM-
Miscellaneous paper	MP-	Technical memo report	TMR-
Miscellaneous publication	MPUB-	Technical news bulletin	TNB-
Monograph	MONO-	Technical note	TN-
Monograph series	MONO	Technical progress report	TPR-
	SER-	Technical publication	TP-
Occasional paper	OF-	Technical report	TR-
Open file report	OFR-	Technical research note	TEN-
Pamphlet	PAM-	Technical summary	TS-
Patent application	PAT-	Technical summary report	TSR-
	APPL-	Technical translation	TT-
		Test and evaluation report	T/ER
		Translation	TRANS-
		Work paper	WP-

9. Report Number (cont'd)

9.9. The word report may be ignored, and replaced by a hyphen.

NRL Report 5914 becomes NRL-5914

unless the number as stated includes the abbreviation "R-"

AED-R-2117

9.10. Some reports are published in a definite series without initials or an acronym but with a phrase describing the series. The explanatory phrase may be included as part of the report number, omitting the word "report", and abbreviating toward the end of the phrase when necessary to suit the limits of the individual machine system.

Flight Sciences Laboratory Report No. 65 becomes
FLIGHT SCIENCES LAB-65

10. Availability

10.1 Definition. This information includes availability for distribution, release or disclosure, and limitations on availability.

10.2. Some reports are not available to the public, but are available to the specific community served by the cataloging agency. Such limited availability may be noted either here, or in the general instructions accompanying distribution of the cataloging information.

10.3. Information as to the availability, or limitation on the availability, of a report should be given in an abbreviated form if possible. (For security classification see 12). Variety of physical format is also noted when known. Possible abbreviations that may be used for this type of information are:

Paper Copy (full-size or 2/3 full size)	PC or HC
Photostat	ph
Facsimile	fs
Microfiche (micronegative)	MF or mn
Microfilm	16mm microfilm
Microcard	MC

Such availability may be noted as:

PC\$0.00/MF\$0.00

Not available NTIS

Copy of patent available Commissioner of Patents,
Washington, DC. 20231 \$0.00.

(Order as PB-269 196)

Included in Theory and Modelling of Ocean Eddies,
Contributions of the U S Delegation to the Yalta Polymode
Theoretical Institute, Mar 77, p6-9, PB-269 196.

Other abbreviations may be used if they are readily understandable in the context or explained elsewhere in the specific journal.

11. Supplementary Note

11.1 Definition. A supplementary note is a statement of information about the report which is not included elsewhere in the descriptive cataloging.

11.2. Examples of such notes are:

Prepared in cooperation with...(joint corporate author).
Trans. of mono. (paper) presented to the Working Group of
AFCALTI on Symbolic Languages, 1961.
Unedited rough draft trans. of Patent (USSR) 159 193.
Sponsored by...(when no contract number is known).
Text in French; summary in English.
Presented at Conference on...
Submitted for publication to...
Previously announced as...
Available copy will not permit fully legible reproduction.
Consists of PB-269 197 thru PB-269 214.
Includes documentation.
Reissue of PATENT-3 365 955, dated 30 Jan 68.
Supersedes PAT-APPL-609 267-75.
Bound with its ...
Doctoral thesis
Master's thesis
See also ...
Appendix to Rept. No. XXX dated ...
Supplement to report dated ...
Includes errata sheets dated ...

11.3. Information about translators may be included in the supplementary note.

Trans. of Tsement (USSR) v27 n2 p17-22 1961, by Mary Smith.

11.4. Reports which are available in the published literature should be indicated as:

Pub. in...(journal citation)

12. Security Classification

12.1. Definition. Security classification is the designation on the document which signifies that it has been determined that the document requires, in the interest of national defense, a specific degree of protection against unauthorized disclosure. The designation can be Confidential, Secret, etc., and is to be found on the document according to the specific security regulations of the agency.

12.2. If there is a designation of a security classification on the document, this designation is picked up. The citation or the catalog card must indicate the security classification.

13. Format Suggested for Catalog Cards

13.1. This format for catalog cards is suggested for legibility and ease of identification of the more important descriptive elements; the latter may be marked on the card without retyping, and used as filing points in a manually-maintained catalog.

13.2. The suggested order for presentation of the elements is: accession number, price, corporate author (initial capitals), title (all capitals), descriptive note, personal author (initial capitals), date, pagination, contract number, report number, availability, and supplementary note. The underlined elements are brought to the left margin for emphasis and ease of marking for filing.

13.3. Availability and supplementary note are usually presented as a drop note, and not included in the body of the descriptive cataloging.

13.4. The security classification of the catalog card itself should be noted in accordance with the security regulations of the specific agency.

AD-623 665 NTIS PC\$3.25/MF\$2.25
California Univ., Berkeley. Operations Research
Center.

AN EXTENSION OF GENERALIZED UPPER BOUNDED TECHNIQUES
FOR LINEAR PROGRAMMING Research report.

R N Kaul. 1965, 33p.

Contracts DA-31-124-ARO(D)-331, Nonr-222(83)
ORC-65-27; AROD-5307:5

14. Indexing Suggested for Technical Reports

14.1. The following descriptive elements provide useful index entries in an abstract journal, or useful filing points in a manual catalog: accession number, corporate author, title, personal author, contract number, report number. The index entry is identified on the machine tape to be used by itself or in conjunction with another element; the filing point is marked on the catalog card.

14.2. Corporate author indexing. The index entry may be combined with the title or with the corporate author's report number for rapid identification in searching.

14.3. Title indexing. The index entry may be modified to eliminate insignificant words and add significant words. If the title is to be used as the secondary element in conjunction with another index entry, such as corporate author, personal author, or subject, modification of the title may be desired; if the title is to be filed as a single element for searching, at least one card should be filed without modification.

14.4. Personal author indexing. The index entry may be combined with the title for ease of identification in searching.

14.5. Contract number indexing. The index entry may be combined with the title, or with information included in the descriptive note, such as progress reports of all types, and technical reports, technical notes, and technical memoranda which are numbered with respect to the contract.

14.6. Report number indexing. The index entry may stand alone, or be combined with the corporate author where appropriate.

14.7. Filing. In arranging headings in alphabetic order by corporate name, the alphabetizing may proceed word by word, with the shorter of any two words being filed ahead of the longer one which includes all of the first.

North Texas State Univ., Denton.

Northern Research and Engineering Corp., Cambridge, MA.

Abbreviations are filed in their normal alphabetic position as words, unless the abbreviation includes spaces or punctuation.

4th Army, Fort Sam Houston, TX. See

Army (4th), Fort Sam Houston, TX.

A R F Products, Inc., River Forest, IL.

Aberdeen Proving Ground, MD.

Argonne National Lab., IL.

ARINC Research Corp., Washington, DC.

Appendix 1

Abbreviations Used in this Standard

The following abbreviations for agency names have been used in this Standard:

AEC	Atomic Energy Commission
DA	Department of Agriculture
DDC	Defense Documentation Center
DoD	Department of Defense
DOE	Department of Energy
NASA	National Aeronautics and Space Administration
NRC	National Research Council
NTIS	National Technical Information Service
USERDA	Energy Research and Development Administration

Appendix 2

Political Subdivisions

The following list gives, in the first column, names of political subdivisions as they may appear on the report; the other two columns indicate the manner of referring to the country within the heading or in parts of the cross reference structure.

(Principal source: Board on Geographic Names and Federal Information Processing Standards Publication: Countries, Dependencies and Areas of Special Sovereignty, FIPS PUB-10-2 dated 1976 November 15).

<u>Name of Political Subdivision</u>	<u>Name Used Within Parentheses</u>	<u>Name Used in Cross Reference or Coding Structure</u>
Aberdeen, -shire	Scotland	United Kingdom-UK
Abyssinia	Ethiopia	Ethiopia-ET
Afghanistan	Afghanistan	Afghanistan-AF
Albania	Albania	Albania-AL
Alberta	Alberta	Canada-CA
Algeria	Algeria	Algeria-AG
Andhra Pradesh	India	India-IN
Andorra	Andorra	Andorra-AN
Anglesey	Wales	United Kingdom-UK
Angola	Angola	Angola-AO
Anguilla	Anguilla	Anguilla-AV
Angus	Scotland	United Kingdom-UK
Antarctica	Antarctica	Antarctica-AY
Antigua	Antigua	Antigua-AC
Antrim	Northern Ireland	United Kingdom-UK
Ards	Northern Ireland	United Kingdom-UK
Argentina	Argentina	Argentina-AR
Argyll, -shire	Scotland	United Kingdom-UK
Armagh	Northern Ireland	United Kingdom-UK
Armenia	USSR	USSR-UR
Ashmore and Cartier Islands	Ashmore and Cartier Islands	Ashmore and Carter Islands-AT
Assam	India	India-IN
Australia	Australia	Australia-AS
Australian Capital Territory	Australia	Australia-AS
Austria	Austria	Austria-AU
Avon	England	United Kingdom-UK
Ayre, -shire	Scotland	United Kingdom-UK
Azerbaijan	USSR	USSR-UR

Appendix 2 (cont'd)

<u>Name of Political Subdivision</u>	<u>Name Used Within Parentheses</u>	<u>Name Used in Cross Reference or Coding Structure</u>
Bahamas	The Bahamas	Bahamas-BF
Bahrain	Bahrain	Bahrain-BA
Ballymena	Northern Ireland	United Kingdom-UK
Ballymoney	Northern Ireland	United Kingdom-UK
Banbridge	Northern Ireland	United Kingdom-UK
Banff, -shire	Scotland	United Kingdom-UK
Bangladesh	Bangladesh	Bangladesh-BG
Barbados	Barbados	Barbados-BB
Bedford, -shire	England	United Kingdom-UK
Belfast	Northern Ireland	United Kingdom-UK
Belgian Congo	Zaire	Zaire-CG
Belgium	Belgium	Belgium-BE
Belize	Belize	Belize-BH
Belorussia	USSR	USSR-UR
Bengal	India	India-IN
Benin	Benin	Benin-DM
Berkshire	England	United Kingdom-UK
Berlin, East	German D.R.	German D.R.-GC
Berlin, West	Germany	Germany, Berlin-BZ
Bermuda	Bermuda	Bermuda-ED
Berwick, -shire	Scotland	United Kingdom-UK
Bhutan	Bhutan	Bhutan-BT
Bihar	India	India-IN
Bolivia	Bolivia	Bolivia-BL
Bombay	India	India-IN
Borders	Scotland	United Kingdom-UK
Botswana	Botswana	Botswana-BT
Bouvet Island	Bouvet Island	Bouvet Island-BV
Brazil	Brazil	Brazil-BR
Brecknock, -shire	Wales	United Kingdom-UK
British Columbia	British Columbia	Canada-CA
British Commonwealth	- See Name of Individual State	
British Indian Ocean Territory	British Indian Ocean Territory	British Indian Ocean Territory-IO
British Solomon Islands	Solomon Islands	Solomon Islands-BF
British Virgin Islands	British Virgin Islands	British Virgin Islands-VI
Brunei	Brunei	Brunei-BX
Buckingham, -shire	England	United Kingdom-UK
Bulgaria	Bulgaria	Bulgaria-BU
Burma	Burma	Burma-BM
Burundi	Burundi	Burundi-BY
Bute, -shire	Scotland	United Kingdom-UK

Appendix 2 (cont'd)

<u>Name of Political Subdivision</u>	<u>Name Used Within Parentheses</u>	<u>Name Used in Cross Reference or Coding Structure</u>
Caernarvon, -shire	Wales	United Kingdom-UK
Caithness	Scotland	United Kingdom-UK
Cambodia	Cambodia	Cambodia-CB
Cambridge, -shire	England	United Kingdom-UK
Cameroon	Cameroon	Cameroon-CM
Canada	Name of Individual Province	Canada-CA
Canton and Ender- bury Islands	Canton and Ender- bury Islands	Canton and Enderbury Islands-EQ
Cape Verde	Cape Verde	Cape Verde-CV
Cardigan, -shire	Wales	United Kingdom-UK
Carmarthen, -shire	Wales	United Kingdom-UK
Carrickfergus	Northern Ireland	United Kingdom-UK
Castlereagh	Northern Ireland	United Kingdom-UK
Cayman Islands	Cayman Islands	Cayman Islands-CJ
Central	Scotland	United Kingdom-UK
Central African Empire	Central African Empire	Central African Empire-CT
Central African Republic	Central African Empire	Central African Empire-CT
Ceylon	Sri Lanka	Sri Lanka-CE
Chad	Chad	Chad-CD
Cheshire	England	United Kingdom-UK
Chile	Chile	Chile-CI
China	China	China-CH
China (Taiwan)	Taiwan	Taiwan-TW
Christmas Island	Christmas Island	Christmas Island-KT
Clackmannan, -shire	Scotland	United Kingdom-UK
Cleveland	England	United Kingdom-UK
Clwyd	Wales	United Kingdom-UK
Cocos (Keeling) Islands	Cocos (Keeling) Islands	Cocos (Keeling) Islands-CK
Coleraine	Northern Ireland	United Kingdom-UK
Colombia	Colombia	Colombia-CO
Comoro Islands	Comoro Islands	Comoro Islands-CN
Congo	Congo	Congo-CF
Congo (Kinshasha)	Zaire	Zaire-CG
Cook Islands	Cook Islands	Cook Islands-CW
Cookstown	Northern Ireland	United Kingdom-UK
Coral Sea Islands Territory	Coral Sea Islands Territory	Coral Sea Islands Territory-CR
Cornwall	England	United Kingdom-UK
Costa Rica	Costa Rica	Costa Rica-CS
Craigavon	Northern Ireland	United Kingdom-UK
Cuba	Cuba	Cuba-CU
Cumberland	England	United Kingdom-UK
Cumbria	England	United Kingdom-UK
Cyprus	Cyprus	Cyprus-CY
Czechoslovakia	Czechoslovakia	Czechoslovakia-CZ

Appendix 2 (cont'd)

<u>Name of Political Subdivision</u>	<u>Name Used Within Parentheses</u>	<u>Name Used in Cross Reference or Coding Structure</u>
Dahomey	Benin	Benin-DM
Delhi	India	India-IN
Democratic Kampuchea	Cambodia	Cambodia-CB
Denbigh, -shire	Wales	United Kingdom-UK
Denmark	Denmark	Denmark-DA
Derby, -shire	England	United Kingdom-UK
Devon, -shire	England	United Kingdom-UK
Djibouti	Djibouti	Djibouti-DJ
Dominica	Dominica	Dominica-DO
Dominican Republic	Dominican Republic	Dominican Republic-DR
Dorset, -shire	England	United Kingdom-UK
Down	Northern Ireland	United Kingdom-UK
Dumbarton, -shire	Scotland	United Kingdom-UK
Dumfries, -shire	Scotland	United Kingdom-UK
Dumfries and Galloway	Scotland	United Kingdom-UK
Dungannon	Northern Ireland	United Kingdom-UK
Durham	England	United Kingdom-UK
Dyfed	Wales	United Kingdom-UK
East Berlin	German D.R.	German D.R.-GC
East Germany	German D.R.	German D.R.-GC
East Lothian	Scotland	United Kingdom-UK
East Sussex	England	United Kingdom-UK
Ecuador	Ecuador	Ecuador-EC
Egypt	Egypt	Egypt-EG
Eire	Ireland	Ireland-EI
El Salvador	El Salvador	El Salvador-ES
England	England	United Kingdom-UK
Equatorial Guinea	Equatorial Guinea	Equatorial Guinea-EK
Essex	England	United Kingdom-UK
Estonia	USSR	USSR-UR
Ethiopia	Ethiopia	Ethiopia-ET

Appendix 2 (cont'd)

<u>Name of Political Subdivision</u>	<u>Name Used Within Parentheses</u>	<u>Name Used in Cross Reference or Coding Structure</u>
Faeroe Islands	Faeroe Islands	Faeroe Islands-FO
Falkland Islands (Islas Malvinas)	Falkland Islands (Islas Malvinas)	Falkland Islands (Islas Malvinas)-FA
Federal Republic of Germany	Germany, F.R.	Germany, F.R.-GE
Federation of Malaysia	Malaysia	Malaysia-MY
Fermanagh	Northern Ireland	United Kingdom-UK
Fife, -shire	Scotland	United Kingdom-UK
Fiji	Fiji	Fiji-FJ
Finland	Finland	Finland-FI
Flint, -shire	Wales	United Kingdom-UK
Formosa	Taiwan	Taiwan-TW
France	France	France-FR
French Community -	See Name of Individual	State
French Guiana	French Guiana	French Guiana-FG
French Polynesia	French Polynesia	French Polynesia-FP
French Southern and Antarctic Lands	French Southern and Antarctic Lands	French Southern and Antarctic Lands-FS
French Territory of Afars and Issas	Djibouti	Djibouti-DJ
Gabon Republic	Gabon Republic	Gabon Republic-GB
Gambia	Gambia	Gambia-GA
Georgia	USSR	USSR-UR
German Democratic Republic	German D.R.	German D.R.-GC
Germany, Federal Republic of	Germany, F.R.	Germany, F.R.-GE
Ghana	Ghana	Ghana-GH
Gibraltar	Gibraltar	Gibraltar-GK
Gilbert Islands	Gilbert Islands	Gilbert Islands-GS
Glamorgan, -shire	Wales	United Kingdom-UK
Gloucester, -shire	England	United Kingdom-UK
Goa	India	India-IN
Grampian	Scotland	United Kingdom-UK
Great Britain	See Name of Country	United Kingdom-UK
Greater London	England	United Kingdom-UK
Greater Manchester	England	United Kingdom-UK
Greece	Greece	Greece-GR
Greenland	Greenland	Greenland-GL
Grenada	Grenada	Grenada-GJ
Gruziya	USSR	USSR-UR
Guadeloupe	Guadeloupe	Guadeloupe-GP
Guatemala	Guatemala	Guatemala-GT
Guinea	Guinea	Guinea-GV
Gujarat	India	India-IN
Guyana	Guyana	Guyana-GY
Gwent	Wales	United Kingdom-UK
Gwynedd	Wales	United Kingdom-UK

Appendix 2 (cont'd)

<u>Name of Political Subdivision</u>	<u>Name Used Within Parentheses</u>	<u>Name Used in Cross Reference or Coding Structure</u>
Haiti	Haiti	Haiti-HT
Hampshire	England	United Kingdom-UK
Haryana	India	India-IN
Hashemite Kingdom of Jordan	Jordan	Jordan-JO
Heard Island and McDonald Islands	Heard Island and McDonald Islands	Heard Island and McDonald Islands-HM
Hereford, -shire	England	United Kingdom-UK
Hereford and Worcester	England	United Kingdom-UK
Hertfordshire	England	United Kingdom-UK
Highland	Scotland	United Kingdom-UK
Himachal Pradesh	India	India-IN
Honduras	Honduras	Honduras-HO
Hong Kong	Hong Kong	Hong Kong-HK
Humberside	England	United Kingdom-UK
Hungary	Hungary	Hungary-HU
Huntingdon, -shire	England	United Kingdom-UK
Hyderabad	India	India-IN
Iceland	Iceland	Iceland-IC
India	India	India-IN
Indonesia	Indonesia	Indonesia-ID
Inverness, -shire	Scotland	United Kingdom-UK
Iran	Iran	Iran-IR
Iraq	Iraq	Iraq-IZ
Iraq-Saudi Arabia Neutral Zone	Iraq-Saudi Arabia Neutral Zone	Iraq-Saudi Arabia Neutral Zone-IY
Ireland	Ireland	Ireland-EI
Ireland (Northern)	Northern Ireland	United Kingdom-UK
Islamic Republic of Mauritania	Mauritania	Mauritania-MR
Isle of Wight	England	United Kingdom-UK
Israel	Israel	Israel-IS
Italy	Italy	Italy-IT
Ivory Coast	Ivory Coast	Ivory Coast-IV
Jamaica	Jamaica	Jamaica-JM
Japan	Japan	Japan-JA
Johnston Atoll	Johnston Atoll	Johnston Atoll-JO
Jordan	Jordan	Jordan-JO

Appendix_2 (cont'd)

<u>Name of Political Subdivision</u>	<u>Name Used Within Parentheses</u>	<u>Name Used in Cross Reference or Coding Structure</u>
Karnataka	India	India-IN
Kashmir	India	India-IN
Kazakhstan	USSR	USSR-UR
Kent	England	United Kingdom-UK
Kenya	Kenya	Kenya-KE
Kerala	India	India-IN
Khmer Republic	Cambodia	Cambodia-CB
Kincardine, -shire	Scotland	United Kingdom-UK
Kinross, -shire	Scotland	United Kingdom-UK
Kirghizia	USSR	USSR-UR
Kirkcudbright, -shire	Scotland	United Kingdom-UK
Korea, Democratic Peoples Republic of	Korea, D.P.R.	Korea, D.P.R.-KN
Korea, Republic of	Republic of Korea	Korea, Republic of-KS
Kuwait	Kuwait	Kuwait-KU
Lanark, -shire	Scotland	United Kingdom-UK
Lancashire	England	United Kingdom-UK
Laos	Laos	Laos-LA
Larne	Northern Ireland	United Kingdom-UK
Latvia	USSR	USSR-UR
Lebanon	Lebanon	Lebanon-LE
Leicestershire	England	United Kingdom-UK
Lesotho	Lesotho	Lesotho-LT
Liberia	Liberia	Liberia-LI
Libya	Libya	Libya-LY
Liechtenstein	Liechtenstein	Liechtenstein-LS
Limavady	Northern Ireland	United Kingdom-UK
Lincoln, -shire	England	United Kingdom-UK
Lisburn	Northern Ireland	United Kingdom-UK
Lithuania	USSR	USSR-UK
London	England	United Kingdom-UK
Londonderry	Northern Ireland	United Kingdom-UK
Lothian	Scotland	United Kingdom-UK
Luxembourg	Luxembourg	Luxembourg-LU

Appendix_2 (cont'd)

<u>Name of Political Subdivision</u>	<u>Name Used Within Parentheses</u>	<u>Name Used in Cross Reference or Coding Structure</u>
Macao	Macao	Macao-MC
Madagascar	Malagasy Republic	Malagasy Republic-MA
Madhya Pradesh	India	India-IN
Madras	India	India-IN
Magherafelt	Northern Ireland	United Kingdom-UK
Maharashtra	India	India-IN
Mainland China	China	China-CH
Malagasy Republic	Malagasy Republic	Malagasy Republic-MA
Malawi	Malawi	Malawi-MI
Malaysia	Malaysia	Malaysia-MY
Maldives	Maldives	Maldives-MV
Mali	Mali	Mali-ML
Malta	Malta	Malta-MT
Manitoba	Manitoba	Canada-CA
Martinique	Martinique	Martinique-MB
Mauritania	Mauritania	Mauritania-MR
Mauritius	Mauritius	Mauritius-MP
Merioneth, -shire	Wales	United Kingdom-UK
Merseyside	England	United Kingdom-UK
Mexico	Mexico	Mexico-MX
Mid Glamorgan	Wales	United Kingdom-UK
Middle Congo	Congo	Congo-CF
Middlesex	England	United Kingdom-UK
Midlothian	Scotland	United Kingdom-UK
Midway Islands	Midway Islands	Midway Islands-MQ
Moldavia	USSR	USSR-UR
Monaco	Monaco	Monaco-MN
Mongolia	Monqolia	Monqolia-MG
Monmouth, -shire	England	United Kingdom-UK
Montgomery, -shire	Wales	United Kingdom-UK
Montserrat	Montserrat	Montserrat-MH
Moray, -shire	Scotland	United Kingdom-UK
Morocco	Morocco	Morocco-MC
Moyle	Northern Ireland	United Kingdom-UK
Mozambique	Mozambique	Mozambique-MZ
Mysore	India	India-IN
Nagaland	India	India-IN
Nairn, -shire	Scotland	United Kingdom-UK
Namibia	Namibia	Namibia-WA
National Republic of China	China (Taiwan)	China (Taiwan)-TW
Nauru	Nauru	Nauru-NR
Navassa Island	Navassa Island	Navassa Island-BQ
Nepal	Nepal	Nepal-NP
Netherlands	Netherlands	Netherlands-NL
Netherlands Antilles	Netherlands Antilles	Netherlands Antilles-NA

Appendix 2 (cont'd)

<u>Name of Political Subdivision</u>	<u>Name Used Within Parentheses</u>	<u>Name Used in Cross Reference or Coding Structure</u>
New Brunswick	New Brunswick	Canada-CA
New Caledonia	New Caledonia	New Caledonia-NC
New Hebrides	New Hebrides	New Hebrides-NH
New South Wales	Australia	Australia-AS
New Zealand	New Zealand	New Zealand-NZ
Newfoundland	Newfoundland	Canada-CA
Newry and Mourne	Northern Ireland	United Kingdom-UK
Newtownabbey	Northern Ireland	United Kingdom-UK
Nicaragua	Nicaragua	Nicaragua-NU
Niger	Niger	Niger-NG
Nigeria	Nigeria	Nigeria-NI
Niue	Niue	Niue-NE
Norfolk	England	United Kingdom-UK
Norfolk Island	Norfolk Island	Norfolk Island-NF
North Down	Northern Ireland	United Kingdom-UK
North Korea	Korea, D.P.R.	Korea, D.P.R.-KN
North Vietnam	Vietnam	Vietnam-VM
North Yorkshire	England	United Kingdom-UK
Northampton, -shire	England	United Kingdom-UK
Northern Ireland	Northern Ireland	United Kingdom-UK
Northern Rhodesia	Zambia	Zambia-ZA
Northern Territory	Australia	Australia-AS
Northumberland	England	United Kingdom-UK
Northwest Territories	Northwest Territories	Canada-CA
Norway	Norway	Norway-NO
Nottingham, -shire	England	United Kingdom-UK
Nova Scotia	Nova Scotia	Canada-CA
Nyasaland	Malawi	Malawi-MI
Omagh	Northern Ireland	United Kingdom-UK
Oman	Oman	Oman-MU
Ontario	Ontario	Canada-CA
Orissa	India	India-IN
Orkney	Scotland	United Kingdom-UK
Outer Mongolia	Mongolia	Mongolia-MG
Oxford, -shire	England	United Kingdom-UK
Pakistan	Pakistan	Pakistan-PK
Panama	Panama	Panama-PN
Papua New Guinea	Papua New Guinea	Papua New Guinea-PF
Paracel Islands	Paracel Islands	Paracel Islands-PF
Paraguay	Paraguay	Paraguay-PA
Peebles, -shire	Scotland	United Kingdom-UK
Pembroke, -shire	Wales	United Kingdom-UK
People's Republic of...	See Name of Individual Republic	
Perth, -shire	Scotland	United Kingdom-UK
Peru	Peru	Peru-PE

Appendix 2 (cont'd)

<u>Name of Political Subdivision</u>	<u>Name Used Within Parentheses</u>	<u>Name Used in Cross Reference or Coding Structure</u>
Philippines	Philippines	Philippines-RP
Pitcairn Island	Pitcairn Island	Pitcairn Island-PC
Poland	Poland	Poland-PL
Portugal	Portugal	Portugal-PO
Portuguese Guinea	Portuguese Guinea	Portuguese Guinea-PU
Portuguese Timor	Indonesia	Indonesia-ID
Powys	Wales	United Kingdom-UK
Prince Edward Island	Prince Edward Island	Canada-CA
Punjab	India	India-IN
Qatar	Qatar	Qatar-QA
Quebec	Quebec	Canada-CA
Queensland	Australia	Australia-AS
R. P. R.	Romania	Romania-RO
Radnor	Wales	United Kingdom-UK
Rajasthan	India	India-IN
Renfrew, -shire	Scotland	United Kingdom-UK
Republic of...	See Name of Individual Republic	
Reunion	Reunion	Reunion-RE
Rhodesia	Rhodesia	Rhodesia-RH
Romania	Romania	Romania-RO
Ross and Cromarty	Scotland	United Kingdom-UK
Roxburgh, -shire	Scotland	United Kingdom-UK
Ruanda-Urundi	Burundi or Rwanda	Burundi or Rwanda
Rumania	Romania	Romania-RO
Russian Soviet Federated Socialist Republic	USSR	USSR-UR
Rutland	England	United Kingdom-UK
Rwanda	Rwanda	Rwanda-RW
St. Christopher- Nevis-Anquilla	St. Christopher- Nevis-Anquilla	St. Christopher-Nevis- Anquilla-SC
St. Kitts	St. Christopher- Nevis-Anquilla	St. Christopher-Nevis- Anquilla-SC
St. Helena	St. Helena	St. Helena-SH
St. Lucia	St. Lucia	St. Lucia-ST
St. Pierre and Miquelon	St. Pierre and Miquelon	St. Pierre and Miquelon-SB
St. Vincent	St. Vincent	St. Vincent-VC
Salop	England	United Kingdom-UK
San Marino	San Marino	San Marino-SM
Sao Tome and Principe	Sao Tome and Principe	Sao Tome and Principe-TP
Saskatchewan	Saskatchewan	Canada-CA
Saudi Arabia	Saudi Arabia	Saudi Arabia-SA
Scotland	Scotland	United Kingdom-UK

Appendix 2 (cont'd)

<u>Name of Political Subdivision</u>	<u>Name Used Within Parentheses</u>	<u>Name Used in Cross Reference or Coding Structure</u>
Selkirk, -shire	Scotland	United Kingdom-UK
Senegal	Senegal	Senegal-SG
Seychelles	Seychelles	Seychelles-SE
Shetland	Scotland	United Kingdom-UK
Shropshire	England	United Kingdom-UK
Siam	Thailand	Thailand-TH
Sierra Leone	Sierra Leone	Sierra Leone-SL
Sikkim	India	India-IN
Singapore	Singapore	Singapore-SN
Solomon Islands	Solomon Islands	Solomon Islands-BP
Somalia	Somalia	Somalia-SO
Somerset, -shire	England	United Kingdom-UK
South Africa	South Africa	South Africa-SF
South Australia	Australia	Australia-AS
South Glamorgan	Wales	United Kingdom-UK
South Korea	Republic of Korea	Korea, Republic of-KS
South Vietnam	Vietnam	Vietnam-VM
South-West Africa	Namibia	Namibia-WA
South Yorkshire	England	United Kingdom-UK
Southern Rhodesia	Rhodesia	Rhodesia-RH
Soviet Union	USSR	USSR-UR
Spain	Spain	Spain-SP
Spanish North Africa	Spanish North Africa	Spanish North Africa-ME
Spanish Sahara	Spanish Sahara	Spanish Sahara-SS
Spratly Islands	Spratly Islands	Spratly Islands-PG
Sri Lanka	Sri Lanka	Sri Lanka-CE
Stafford, -shire	England	United Kingdom-UK
Stirling, -shire	Scotland	United Kingdom-UK
Strabane	Northern Ireland	United Kingdom-UK
Strathclyde	Scotland	United Kingdom-UK
Sudan	Sudan	Sudan-SU
Sudanese Republic	Mali	Mali-ML
Suffolk	England	United Kingdom-UK
Surinam	Surinam	Surinam-NS
Surrey	England	United Kingdom-UK
Sussex	England	United Kingdom-UK
Sutherland	Scotland	United Kingdom-UK
Svalbard and Jan Mayen	Svalbard and Jan Mayen	Svalbard and Jan Mayen-SV
Swaziland	Swaziland	Swaziland-WZ
Sweden	Sweden	Sweden-SW
Switzerland	Switzerland	Switzerland-SZ
Syria	Syria	Syria-SY

Appendix 2

<u>Name of Political Subdivision</u>	<u>Name Used Within Parentheses</u>	<u>Name Used in Cross Reference or Coding Structure</u>
Tadzhikistan	USSR	USSR-UR
Taiwan	Taiwan	Taiwan-TW
Tamil Nadu	India	India-IN
Tanganyika	Tanzania	Tanzania-TZ
Tanzania	Tanzania	Tanzania-TZ
Tasmania	Australia	Australia-AS
Tayside	Scotland	United Kingdom-UK
Thailand	Thailand	Thailand-TH
Tibet	China	China-CH
Tobago	Trinidad and Tobago	Trinidad and Tobago-TD
Togo	Togo	Togo-TO
Tokelau Islands	Tokelau Islands	Tokelau Islands-TL
Tongo	Tongo	Tongo-TN
Trinidad and Tobago	Trinidad and Tobago	Trinidad and Tobago-TD
Trust Territory of the Pacific Islands	Trust Territory of the Pacific Islands	Trust Territory of the Pacific Islands-TQ
Tunisia	Tunisia	Tunisia-TS
Turkey	Turkey	Turkey-TU
Turkmenistan	USSR	USSR-UR
Turks and Caicos Islands	Turks and Caicos Islands	Turks and Caicos Islands-TK
Tyne and Wear	England	United Kingdom-UK
Ubangi-Shari	Central African Empire	Central African Empire-CT
Uganda	Uganda	Uganda-UG
Ukraine	USSR	USSR-UR
Union of South Africa	South Africa	South Africa-SF
United Arab Emirates	United Arab Emirates	United Arab Emirates-TC
United Arab Republic	Egypt	Egypt-EG
United Kingdom	See England Northern Ireland, Scotland, Wales	United Kingdom-UK
United Republic of Tanzania	Tanzania	Tanzania-TZ
United States Misc. Pacific Islands	United States Misc. Pacific Islands	United States Misc. Pacific Islands-IQ
Upper Volta	Upper Volta	Upper Volta-UV
Uruguay	Uruguay	Uruguay-UY
USSR	USSR	USSR-UR
Uttar Pradesh	India	India-IN
Uzbekistan	USSR	USSR-UR

Appendix 2 (cont'd)

<u>Name of Political Subdivision</u>	<u>Name Used Within Parentheses</u>	<u>Name Used in Cross Reference or Coding Structure</u>
Vatican City	Vatican City	Vatican City-VT
Venezuela	Venezuela	Venezuela-VE
Victoria	Australia	Australia-AS
Vietnam	Vietnam	Vietnam-VM
Wake Island	Wake Island	Wake Island-WQ
Wales	Wales	United Kingdom-UK
Wallis and Futuna	Wallis and Futuna	Wallis and Futuna-WF
Warwick, -shire	England	United Kingdom-UK
West Bengal	India	India-IN
West Berlin	Germany	Germany, Berlin-BZ
West Germany	Germany, F.R.	Germany, F.R.-GE
West Glamorgan	Wales	United Kingdom-UK
West Lothian	Scotland	United Kingdom-UK
West Midlands	England	United Kingdom-UK
West Sussex	England	United Kingdom-UK
West Yorkshire	England	United Kingdom-UK
Western Australia	Australia	Australia-AS
Western Isles	Scotland	United Kingdom-UK
Western Samoa	Western Samoa	Western Samoa-WS
Westmorland	England	United Kingdom-UK
Wigtown, -shire	Scotland	United Kingdom-UK
Wiltshire	England	United Kingdom-UK
Worcester, -shire	England	United Kingdom-UK
Yemen (Aden)	Yemen (Aden)	Yemen (Aden)-YS
Yemen (San'a)	Yemen (San'a)	Yemen (San'a)-YE
York, -shire	England	United Kingdom-UK
Yugoslavia	Yugoslavia	Yugoslavia-YO
Yukon	Yukon	Canada-CA
Zaire	Zaire	Zaire-CG
Zambia	Zambia	Zambia-ZA
Zanzibar	Tanzania	Tanzania-TZ

APPENDIX 3

Transliteration of the Modern Russian Alphabet

Russian names are written as transliterated according to the American National Standard System for the Romanization of Slavic Cyrillic Characters, ANSI Z39.24-1976. Deviations are listed below.

ё	becomes	e
е	becomes	e
ѣ	becomes	i

Russian	Printed Russian Italic	Hand Writing	Transliteration	Russian	Printed Russian Italic	Hand Writing	Transliteration
1. А а	A a	Aa	a	18. Р р	P p	Pp	r
2. Б б	B b	Bb	b	19. С с	C c	Cc	s
3. В в	B v	Bb	v	20. Т т	T t	Tt	t
4. Г г	G g	Гг	g	21. У у	U y	Уу	u
5. Д д	D d	Dd	d	22. Ф ф	F f	Ff	f
6. Е е	E e	Ee	e	23. Х х	X x	Xx	kh
7. Ё ё	E e	Ee	(e) e	24. Ц ц	C c	Цц	ts
8. Ж ж	J j	Жж	zh	25. Ч ч	C c	Чч	ch
9. З з	Z z	Зз	z	26. Ш ш	S s	Шш	sh
10. И и	I i	Ии	i	27. Щ щ	S s	Щщ	shch
11. Й й	I i	Йй	(i) i	28. Ъ ъ	B b	Ъъ	"
12. К к	K k	Кк	k	29. Ы ы	B b	Ыы	y
13. Л л	L l	Лл	l	30. Ь ь	B b	Ьь	'
14. М м	M m	Мм	m	31. Э э	E e	Ээ	(e) e
15. Н н	N n	Нн	n	32. Ю ю	Y y	Юю	yu
16. О о	O o	Оо	o	33. Я я	Y y	Яя	ya
17. П п	P p	Пп	p				

Appendix 4

Accents, Apostrophes, Diacritical Marks

(Based on Chemical Abstracts practice)

Accents and diacritical marks are omitted and ignored with the following exceptions:

Germanic a is replaced by ae
" o is replaced by oe
" u is replaced by ue
Scandinavian o is replaced by oe

The French apostrophe should be replaced by a space in those machine systems which do not include an apostrophe.

Appendix 5

Treatment of Surnames with Separately Written Prefixes

(Authority: Anglo-American Cataloging Rules)

A' or A	Write directly: A'Beckett,... A Frato,...
Abu	Write directly: Abu Zarah,...
af	Write after name: Hallstrom, G. J. af
al	Write after name: al-Amrusi, A. al-
Am	Write directly: Am Thun, A.
Ap	Write directly: Ap Rhys Price, H. E.
D' or d'	Write directly: D'Anvers, K. D'Arienzo, N. <u>Except</u> French: Aubigne, A. d'
Da or da	Write directly: Da Ponte, L. <u>Except</u> Portuguese: Fonseca, M. A. da
das	Write after name: Except: das Gupta, R. K.
De or de	Write directly for English, German, Italian: De Morgan, A. De Boor, H. O. De Amicis, P. M. Write after name for French, Belgian, Spanish, Dutch, Portuguese: Musset, A. de Winter, K. de Figueroa, F. de Avila Pires, C. D. de
De La or de la	Write directly for English, Scandinavian: De La Mare, W. De la Gardie, M. G. Write under La for French: La Fontaine, J. de Write after name for Dutch, Spanish: Faille, J. B. de la Cosa, J. de la
de las	Write after name: Casa, B. de las

Appendix 5 (cont'd)

Del or del	Write directly for Italian: Del Lungo, I. Write after name for Spanish: Rio, A. del
Della	Write directly: Della Volpaia, E.
den	Write after name: Hertog, A den
Des	Write directly: Des Granges, C.
Di	Write directly: Di Costanzo, Angelo
dos	Write after name: Santos, J. A. dos
Du	Write directly: Du Meril, E. Du Maurier, D. Du Bois-Reymon, E.
El-	Write directly for English: El-wakil, M. M. Write after name for Arabic
Fitz-	Write directly: Fitz-Geffrey, C.
Hadzi	Write directly when written with hyphen: Hadzi-Vasilevic, J. Omit when no hyphen is used: Dimov, D.
Ibn	Write directly: Ibn al-Sherif, M.
La	Write directly: La Bruyere, R. La Cour, J. L.
Las	Write directly: Las Heras, M. A.
Le or le	Write directly: Le Sage, A. Le Gallienne, R. <u>Except</u> Dutch: Long, I. le
Li	Write directly: Li Greci, G.
Lo	Write directly: Lo Savio, N.
pop	Write after name: Dimitrov, E. pop
Pop de	Write directly: Pop de Basesti, G.
Popa	Write directly: Popa-Lisseanu, G.

Appendix 5 (cont'd)

ten	Write after name for Dutch: Brink, J. ten Write directly for German: Ten Bruggencate, F.
ter	Write after name: Braak, M. ter
Van or van	Write directly for English: Van Buren, M. Write after name for Dutch or Flemish: Driessche, A. van
van den	Write after name: Wijnqaert, F. van den
van der	Write after name: Aa, P. van der
van't	Write after name: Hoff, J. van't
Ver	Write directly: Ver Boven, D.
Vom	Write directly: Vom Ende, E.
Von	Write directly in English: Von Gerqen, W. Write after name in German and Scandinavian: Goethe, W. von Linne, C. von
von der	Write after name: Hagen J. von der
von Le	Write under Le: Le Fort, G. von
z	Write after name: Zerotina, K. z
Zum	Write directly: Zum Busch, J. P.
Zur	Write directly: Zur Linde, O.

VERBALIZING FOR MACHINABILITY*

The following symbols may be used in abstracts, annotations, and titles:

. , : ; ' / * \$ % () - + = < >

l l l l l u l u u u u u l u l u u = upper and lower case
for character count

ANGSTROM UNITS (\AA)

Use A

GREATER THAN OR EQUAL TO (\geq)

Use > or = or spell out

CHEMICALS

H_2SO_4 use H2SO4

→ use yields

GREEK LETTERS

Use their names; e.g.,

α use alpha

β use beta

π use pi

CUBIC

cm^3 use cu cm or cc

ft^3 use cu ft

m^3 use cu m

ITALICS

Do not use; see also UNDERSCORING

DEGREES

32° use 32 deg

32°F use 32 F

$32^\circ 16' 8''$ use 32 deg 16 min 8 sec

LESS THAN OR EQUAL TO (\leq)

Use < or = or spell out

LOGARITHMS

\log_{10} use log

\log_e use ln

EXPONENTS

$x^{(n-1)}$ use x to the (n-1) power

ft sec^{-1} use ft/sec

When the exponent is less than 7 and has the base 10, write out the number; e.g.,

10^2 use 100

10^{-4} use 0.0001

2.75×10^{-3} use 0.00275

When the base is 10 and the exponent is 7 or more, write out; e.g.,

10^7 use 10 to the 7th power

10^{-9} use 10 to the minus 9th power

See also CUBIC, SQUARE, SUPERSCRIPITS

MATHEMATICAL SYMBOLS

See SPECIAL SYMBOLS

MICRO- and MICROMICRO-

μv use microvolts

μmf use micromicrofarads or picofarads

MICRONS

μ use micron

$\text{m}\mu$ use millimicron

μm use micrometers

$\mu\mu$ micromicron

PLUS OR MINUS (\pm)

Use + or - or spell out

FRACTIONS

Use the slash (virgule) for the fraction bar; e.g.,

$x = \frac{a-b}{c}$ use $x = (a-b)/c$ or spell out equals

$x = a - \frac{b}{c}$ use $x = a - (b/c)$ or spell out equals

QUESTION MARK (?)

Do not use; rephrase sentence

QUOTATION MARKS (")

Use the apostrophe or single quote only; e.g., The term 'overkill'

Where quotation marks are conventionally used as a symbol, abbreviate; e.g.,

12" use 12 in

45" use 45 sec

See also DEGREES

*Standard Operating Procedures; DSA, Defense Documentation Center, Alexandria, Va.

VERBALIZING FOR MACHINABILITY*

SPECIAL SYMBOLS

\approx } use approximately

\rightarrow { use yields (chemistry)
use approaches limit of (mathematics)

use no.

& use and in titles, abstracts, and annotations

∞ use infinity

λ { use wavelength (electronics and physics)
use lambda (all other)

Ω { use ohms (electricity and electronics)
use omega (all other)

ϕ { use phase (electricity and electronics)
use phi (all other)

Similarly, spell out or show by acceptable alphanumeric characters increment, varies as, therefore, differential of, variation of, integral, sum, benzene ring, thunderstorm, male, female, fixed star, etc.

SQUARE

cm^2 use sq cm

ft^2 use sq ft

m^2 use sq m

SQUARE ROOT

$\sqrt{a-b}$
 $(a-b)^{1/2}$ } use square root of (a-b)

SUBSCRIPTS

V_1 use V sub 1

B_5 use B (omit the 5, which is the atomic number of boron)

See also CHEMICALS

SUPERSCRIPTS

H^+ use H(+)

SO_4^{--} use SO_4^{--}

V^{5+} use V(5+)

U^{234} use U234

B^{10} use B10

$O^{18}(p,n)N^{15}$ use O18(p,n)N15

d_{23}^{25} use density at 23 deg F referred to water at 25 deg F

n_D^{20} use index of refraction for 20 deg F and sodium light

See also CUBIC, EXPONENTS, SQUARE

UNDERSCORING

Do not use underscoring

Escherichia coli use Escherichia coli

to set off special terms use single quotes;

e.g.,

the term quasar use the term 'quasar'

*Standard Operating Procedures; DSA, Defense Documentation Center, Alexandria, Va.

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